



Job Order Details

Job Order ID: 1591422	Job Title: Employment Specialist
Openings: 1	Salary: \$14.33 Per Other Doe
Status: Full Time	Duration: Over 150 Days
Hours per Week: 40	Days: Mon, Tue, Wed, Thu, Fri
Experience Required: 0 months	Shift: Day
Education Preferred: None	Licenses/Certification:
Minimum Age: 18	Lifting Requirements:
Drivers License Class:	Endorsements:

Desired Skills:

Description: Job ID: 1151; Close Date: 02/08/2013; : Department of Labor and Regulation

Salary / Grade: \$14.33 per hour N14

VETERANS' PREFERENCE ELIGIBLE

This position will provide employment services to veterans by working with the Veteran's Program. Duties include providing employment assistance for disabled veterans; providing information on how to apply for federal, state, county, and city employment; providing employment assistance for newly separated or transitioning service members; and assisting with cross-matching military skills to civilian employment. Also provides outreach to veterans at school campuses and other locations as needed. Office hours are from 7:30 A.M. - 5:00 P.M., Monday through Friday. Must be available to work 40 hours per week as scheduled within the hours of 7:30 A.M. to 5:00 P.M. Must be willing to travel.

APPLICANTS MUST MEET THE FOLLOWING REQUIREMENT TO BE CONSIDERED. Requirement: Federal law requires that any Department of Labor position funded by a Disabled Veterans Outreach Program (DVOP) grant must be filled by a veteran. Therefore, applicants for this position must submit a copy of their DD214 discharge papers with their application.

NCRC: If you possess a National Career Readiness Certificate, please submit the certificate with your application. For more information on how to acquire a National Career Readiness Certificate contact a South Dakota Department of Labor and Regulation Local Office.

The Ideal Candidate Will Have:

Knowledge of: business employment / recruiting practices; resume development, interviewing and counseling techniques; principles of human behavior and motivation; federal, state, and local public assistance programs; career training programs and post-secondary education opportunities; veterans employment programs and community services; disability programs and Vocational Rehabilitation services; labor market data, resources and economic conditions the area of responsibility; functional knowledge of Microsoft office Word,

Excel, and Outlook.

Skill to: council and motivate participants towards success in their program participation and employment goals; partner with related veteran's agencies and their staff to coordinate effective delivery of program services.

Ability to: partner / deal tactfully with others; interpret rules, policies, procedures, and determine the likelihood of program eligibility; successfully work with people of all levels of education and experience; work independently taking good initiative; maintain effective working relationships with others; communicate information clearly and concisely, either individually or to groups in a classroom setting; maintain self-control under stressful situations; use a personal computer and typical office computer software; solve problems; manage case loads and other duties as assigned.

Worksite Address: Sioux falls, SD 57101

Benefits Information:

The State of South Dakota offers one of the most comprehensive benefit packages available anywhere. Some of the benefits offered include: paid employee health insurance (dependent coverage available at group rates), 6-8% fully matched retirement plan, life insurance, flexible benefits (dental, vision, hospital & disability insurance), longevity pay, 3 weeks of vacation leave, 14 days of sick leave, 1 week of personal/family leave, 3 weeks of military leave and 10 paid holidays plus more. More detailed information can be found at to <http://bhr.sd.gov/workforus>

This position in the Sioux Falls local office is open specifically for a eligible veteran.

https://apps.sd.gov/applications/LD10SDWorks_SS_Seeker/SS_Seeker_JO_Details.aspx?job_order_id=1591422&src=0